



Volunteer Job Description

Position Title: Volunteer Docent

Supervised by: Special Events Manager (Advancement Department)

Purpose: To provide tours to campus visitors and introduce them to Crow Canyon's work and mission, with the goal of further engaging them as long-term supporters of the Center

Duties and Responsibilities:

- Conduct scheduled one-hour tours of Crow Canyon's campus and facilities for visitors, including adults and children
- Become well versed in the content and essential messages of the tour outline in order to engage tour participants in the subject matter and answer commonly asked questions
- Through interactions with tour participants, support the advancement goal of increasing Crow Canyon membership and program participation
- Complete a tour report after each tour
- Find a replacement docent if unable to conduct a tour on a scheduled day
- Comply with Crow Canyon's organizational policies pertaining to volunteers

Commitment Required: A minimum six-month (one season) commitment, volunteering at least four hours per month (two hours per day, twice a month) from May through October

Qualifications:

- Must be at least 21 years of age
- Bachelor's degree, previous experience as a museum docent, and knowledge of Southwestern archaeology (professional or amateur) are desirable
- Must be articulate, friendly, and comfortable speaking in front of a group
- Passion for archaeology and ability to engage and excite tour participants of all ages in the work of Crow Canyon
- Ability to follow a detailed tour outline and apply effective messaging techniques:
 - Take tour participants' beliefs into account; don't force ideas that clash with their perceptions
 - Engage participants' emotions in order to move them to action
 - Honor the complexity of Crow Canyon's work without getting bogged down in the details
- Ability to lead campus hikes up to one mile long, ranging from easy to strenuous, over uneven terrain and under extreme weather conditions

- Must be reliable, on time, and resourceful when challenges or problems arise
- Ability to function as a collegial member of the volunteer docent team

Required Training Provided by Crow Canyon:

- Half-day training for volunteer docents once a year (April), using the Docent Training Manual and tour outline
- Minimum of four hours of additional training and professional development per year, such as attendance at lectures and participation in Crow Canyon's Archaeology Day Tour and other specialized training sessions

Camp License Requirements:

- Background check upon hire
- Current physical exam and health history completed by a licensed medical health care professional

Volunteer Benefits:

- Invitations to Crow Canyon's Annual Meeting and other special Crow Canyon events